AGENDA

A meeting of the Health & Safety Consultative Committee will be held on Tuesday 7th February 2017 at 10.00 am in FE 139.

1. MINUTES
   To confirm the Minutes of the meeting of the Health & Safety Consultative Committee held on 20th October 2016 (M 16/138 – M 16/222).

2. MATTERS ARISING FROM THE MINUTES
   To consider any matters arising not elsewhere on the agenda.
   
   2.1 Lock on Disabled Access Door Queens Building
   Arising from M 16/191 the Health and Safety Co-ordinator representing the Faculty of Science (Dr C Mayers) to provide an update on the Lock on Disabled Access Door Queens Building.

   2.2 CDM Training
   Arising from M 16/221, to provide an update on the appointment of the new post of Health and Safety Officer (Estates).

3. FIRE SAFETY
   To receive a report on fire safety from the College Fire Safety Officer. HSC/17/1


4. ENVIRONMENTAL HEALTH
   To receive a report from the Environmental Health Supervisor (Commercial Services). HSC/17/3

5. AUDIT PROGRAMME
   To receive and update on health and safety auditing from the Health & Safety Officer (Auditor). HSC/17/4

   To receive an Executive Summary for the health and safety audit conducted in the Estates Department. HSC/17/5

   To receive an Executive Summary for the health and safety audit conducted in Premises (Residential and Bedford Square). HSC/17/6

   Arising from M 16/169 to receive an oral update on audits scheduled to take place over the next 6 months.

   Arising from M 16/170 the CEO Students’ Union to give a progress report for the Students’ Union on their audit action plan. HSC/17/7

   Arising from M 16/174 Health and Safety Co-ordinator (Media Arts) to give progress report on the completion of a noise control procedure for setting up and using media sound recording equipment, the outstanding action from the Noise Dosimetry Specialist Audit. HSC/17/8
6. COMPLIANCE TEAM REPORT
To receive a report on compliance-related issues from the Director of Health and Safety. HSC/17/9

Arising from M 16/181 to receive an oral update on the completion of an escalation procedure.

7. ACCIDENT / INCIDENT AND OCCUPATIONAL HEALTH STATISTICS
To receive a report on Accidents/Incidents for the current academic year from the Director of Health and Safety. HSC/17/10

To receive an analysis of accidents year on year. HSC/17/11

To receive an oral report on Occupational Health activity.

8. CAMPUS SAFETY AND SECURITY
To receive a report from the Security Manager (Estates). HSC/17/12

9. HEALTH AND WELL-BEING
To receive a report on Health and Well-being from the HR representative. HSC/17/13

Arising from M16/211 and M16/212 to confirm that information regarding the EAP has been sent to both Health and Safety Co-ordinators and the Students’ Union.

10. UPDATE ON HEALTH AND SAFETY RELATED MATTERS IN ESTATES
To receive an oral report from the Estates representative. HSC/17/14

Arising from M16/213 to receive confirmation of the Estates representative who will be attending future meetings.

11. HEALTH AND SAFETY TRAINING
To receive an information paper on health and safety training completed in 2016. HSC/17/15

To receive a copy of the training programme for 2017.

12. RADIATION SAFETY
To receive an oral update from the Director of Health and Safety.

13. BIOLOGICAL SAFETY
To receive an information paper on Biological Safety from the Biological Safety Officer in the School of Biological Sciences. HSC/17/16

14. NEW AND EXISTING HEALTH AND SAFETY POLICIES AND PROCEDURES
To receive a regulatory update from the Director of Health and Safety. HSC/17/17

Arising from M 16/219 Health and Safety Officer (Auditor) to provide an oral update regarding the draft policies on the College’s Control of Substances Hazardous to Health and Display Screen Equipment.
DATE OF NEXT MEETING
Tuesday 6 June 2017, 10.00am in Founder's East 139.

ANY OTHER BUSINESS
To discuss any other business not covered elsewhere on the agenda.

Elaine Cassidy
Health and Safety Officer (Auditor)
13th January 2017